

Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

COASTAL AREA MANAGEMENT ACT (CAMA)
2006 / 2007 CORE LAND USE PLAN UPDATE
KICK-OFF MEETING
JANUARY 24, 2007
Pitts Center Municipal Complex
Southern Shores, NC 27949

Mr. Mike Hejduk, Code Enforcement Administrator and lead contact for the Southern Shores Steering Committee, opened the meeting at 9:30 am. Steering Committee members present at the meeting included:

Dan Shields, Mayor Pro Tem
Webb Fuller, Town Manager
Joe Walter, Planning Board
Tom Bennett, SSCA
Mike Hejduk, Code Administrator
Bob Harvey, Fire Chief

Nancy Wendt, Planning Board
Frans Koeleveld, Board of Adjustment
Al Fox, CPOA
Lt. Paul Terry, Police Department
Richard Perkins, Real Estate Industry

David Sanders, Council Member and Mark Martin, Construction Industry were not present at the meeting.

Mr. Hejduk presented a brief overview of the previous Town Land Use Plans dated 1980, 1985, 1992, and 1997. The overview provided a reference to the participants and the major issues addressed for each update. Mr. Hejduk noted there have been two plan updates (1980 and 1985) and two sketch level updates have been done (1992 and 1997). Mr. Hejduk noted there has been a transition of the type of government for the Town from a Mayor / Council form of government to a Council / Manager form of government.

Mr. Hejduk recognized Ms. Charlan Owens, regional CAMA representative from the Elizabeth City office.

Mr. Hejduk introduced Ms. Cindy Camacho, Earth Tech of NC, Inc based in Raleigh, NC as the designated Planner-in-Charge for the 2006 / 2007 update. Mr. Hejduk stated it is required to have a certified Planner-in-Charge for the Land Use Plan Update process. Mr. Hejduk provided a brief overview of Ms. Camacho's credentials.

Ms. Camacho gave a brief overview of Earth Tech. Earth Tech was founded in 1970 as a Geotechnical Engineering firm. EarthTech, founded in 1970, is a multi-disciplinary Environmental and Engineering firm with 8,000 employees worldwide. EarthTech provides expertise in areas of infrastructure engineering, transportation, geographic information systems (GIS), planning and land use. There are 80 staff members based in the Raleigh office specializing in coastal resource planning, land use transportation planning, watershed planning, GIS and documentation support for water environmental assessment. Projects which are currently being supported include the Land Use Plan for Oak Island, the Ecosystem Enhancement Program (EEP) watershed plans in coastal plains, and the NC Railroad relocation study from Morehead City to Havelock including flood and environmental documentation, spatial analysis in GIS and extensive public involvement presentation.

Ms. Camacho stated the Southern Shores planning process will follow the new guidelines of Coastal Management adding the procedures and regulations have recently been updated. Southern Shores must comply with the new procedures and regulations in order to obtain approval of the plan. Ms. Owens will oversee the approval process, verifying there is compliance with the rules and the reporting requirements are met. The plan will be submitted to Department of Environment & Natural Resources and to Coastal Management for comments. The plan will then be submitted to Town Council for approval and then final submission to the Coastal Resource Commission.

Ms. Camacho is a Land Use Planner, has a Masters degree in coastal planning and a Bachelors degree in environmental science. Ms. Camacho has worked for the Federal Coastal Management office and has done environmental coastal planning in Hawaii, Saipan, and Micronesia. Ms. Camacho stated she was a local government planner in Beaufort, SC and has recently worked on the CAMA Land Use Plan for the Town of Oak Island in Brunswick County.

Ms. Camacho introduced the credentials of her team members. Leza Mundt is an AICP certified planner specializing in citizen involvement participation. Ms. Mundt was the project lead for the NC Railroad project, which had extensive public outreach meetings, and conducted a number of other public involvement activities trying to encourage citizen participation. Kilmeny Stephens is the GIS manager. Using the CAMA model for Oak Island, Ms. Stephens was able to update the model with updated land cover aerial data and adjusted the model to address some of the land development potential that needed correction.

Ms. Camacho initiated a review of the scope of work for the project. Ms. Camacho suggested a meeting with Ms. Owens be scheduled to review a power point presentation of the approval process. Ms. Owens agreed with the suggestion.

Ms. Camacho stated the project is starting in the third quarter and the project deliverables for the first year will need to be compressed into two quarters. Reviewing the deliverables for this quarter, the Citizen Participation Plan will be reviewed today at this initial orientation meeting. This plan will guide the public involvement process. Ms. Camacho stated copies of all the plans and the digital data layers will be received from the Division of Coastal Management. The data is at a county level or community level, which is used for the maps that are required by DCM. The maps and models are not parcel level, but are scaled more at a "community level" analysis. The data will be used to produce a variety of GIS maps and to produce the first draft report outlining housing stock, economic data and demographics which will be submitted to the Steering Committee for review.

Ms. Camacho stated a Town facilitated planning meeting is proposed which will need citizen participation. Ms. Camacho emphasized the need to have the citizens participate in the meeting. The feedback received at the town meeting will be compiled to produce demographics such as land use trends and the GIS mapping can begin.

Ms. Camacho stated the Phase I report will be finalized in the fourth quarter. The report will identify existing and emerging conditions within the Town. An analysis of the community's infrastructure will be included. A five year study focusing on beach erosion by the USGS is scheduled to be available in the next two months and will be incorporated into the Land Use Plan update. All of this information plus the planning already done by the town in the form of the Vegetation committee and the objectives already established in the 2005 plan will be incorporated into one comprehensive document.

The Stormwater study and the water quality data for the Outer Banks in total will be reviewed. All Department of Transportation projects require an impact assessment report. It is important to

review all of the data from these studies and projects and understand how these will interact with issues that can impact the Town in the future.

Ms. Camacho continued with a review of the GIS tasks and deliverables stating GIS can provide tabular data that can be used to create a base line of existing conditions. Examples given include how many miles of water line does the town have; how many acres of open space does the town have; how many beach accesses, boat ramps are available, etc. Having access to this data allows you the option of creating level of service standards. The level of service standards can be important quality of life issues for the community and can be used as a measure of comparison in future plans. GIS resources can assist in answering if the goals and objectives have been met and what steps need to be taken to do so. Ms. Camacho stated the town can choose to establish level of service standards for quality of life issues that the community defines, but this is optional, not required by the CAMA rules.

Mr. Shields asked for a definition of open space according to the rules of this plan. Ms. Camacho stated typically open space is undeveloped land that may or may not have a legal protection. Southern Shores may define open space as it deems appropriate. These definitions are typically in the Town Zoning Ordinance. In the case of Southern Shores since most of the areas are owned by home owners associations, the town might consider golf courses as open space. Areas of environmental concern regulated by the CAMA land regulations such as coastal wetlands, estuarine shoreline, beaches and dunes must be recognized as well. Mr. Hejduk added the town has received an 'open space' credit for the past ten years on the community rating system for flood zone insurance ratings. The credit is determined by the areas that are located in flood zones including the ocean front areas, like Sea Crest Village SSCA properties, and the golf course is in a flood zone. Because the golf course is privately owned, it qualifies as open space which restricts it from development of infrastructure.

Mr. Shields stated the town does not own any land adding it is owned by the civic associations. Mr. Shields stated the association properties are counted as open space because they will not be developed. Mr. Hejduk added Hillcrest beach area might lose its open space designation if a permanent facility is developed there.

Ms. Camacho stated to address the quality of life issue the planning process should define the vision and direction the town is headed. The town is mostly built out. The planning process should provide a guideline for permit decisions made at federal, state or local level. The plan should serve as a guideline for future growth and should be used as a tool by the town to acquire grant funds. Projects should be reviewed to ensure they are moving the town toward the defined goals.

Mr. Hejduk stated one topic which has not been discussed is the facilitation of the public information meeting, adding the steering committee members will be the facilitators of the meeting. Ms. Camacho stated she is a trained facilitator and will train the steering committee members on how to facilitate the meeting. Ms. Camacho stated each steering committee member will facilitate a table of citizens, recording their comments. Ms. Lori Williams asked if there will be any outreach to provide information to the citizens before the meeting. Ms. Camacho responded having the Land Use Plan and meeting minutes on the website would be a good communication tool as well as newsletters and mailings to the meeting. Ms. Camacho emphasized it is the responsibility of the steering committee members to drum up support and encourage participation in the meeting. Everyone should take on the responsibility of informing citizens of the plan.

Ms. Camacho stated all the GIS Tasks and deliverables are listed for review. Regarding the Planning Tasks and deliverables, Ms. Camacho stated she has obtained data and information from

various resources including relevant Town and County plans and Ordinances, census data, building permit data, long range plan survey, the vegetation plan and previous land use plans. This data will be compiled and analyzed and cross checked with the GIS data and maps. Ms. Camacho stated she has prepared the draft Community Participation Plan. Ms. Camacho stated she will prepare a draft report on population, housing and the economy and will conduct an analysis of the community facilities and infrastructure. The draft report, which will be the bulk of the base line report, will be given to the Steering Committee for review. Ms. Camacho stated a plan for the Public Meeting will be prepared in the desired format for defining issues of local concern.

Mr. Hejduk added he had reviewed prior land use plans and noted some previous comments that Southern Shores does not want to spend money to promote tourism in the community. Mr. Hejduk asked Mr. Fuller when the tourism board was initiated and if this direction was made prior to the development of the board. Mr. Hejduk added the town now has a fairly substantial occupancy tax rental base. Mr. Fuller stated Dare County tourism goes back to the early 50s but the visitor board as we know it started around 1984. The first outside developer activity started in 1973 with the Anderson Stokes development.

Mr. Shields stated the town does not have much area zoned as designated commercial properties because at that time the town did not want a lot of tourism commercial areas. The community wanted the town to be a residential in nature. Ms. Camacho added this is part of the original vision which help to create the direction of the town and without this planning for the future there is no way to determine what direction of the town might have been. The vision was a single family residential community and this has been achieved in large part due to the original vision for the town. Mr. Shields stated another good example is there is no public access to the beach. The beach is public but access is through private property which retained the residential vision of the community and hopefully this will continue in the future. Mr. Fuller added, of all the towns on the Outer Banks, Southern Shores was a development first and then designated a town rather than a town first and then had developments created within. Mr. Hejduk stated the south end of the town on the ocean front was developed first during the '40s and '50s and Mr. Fuller added the progression of the development was driven by economics and not the visions of the community.

Mr. Bennett asked how the fact the town owns so little land, that land is already developed out, defined by use or use defined by topography effect the land use plan. Ms. Camacho stated the fact that the town does not own land is a limitation on it's ability to control the land. Mr. Bennett perceived this to be the case, adding the town of Duck is starting to mandate zoning policies to address this issue. Ms. Camacho stated zoning standards protect the residents, adding redevelopment needs to be addressed because it is becoming dominant activity. The issue of redevelopment is controversial and will need to be addressed. Ms. Camacho stated policies and objectives can be developed to address the redevelopment issues but these must then be incorporated in the zoning ordinance. Ms. Camacho stated the waterways issue to decide if the waterways should be maintained and how they should be maintained should be addressed. Ms. Camacho emphasized the issues are complex and hopefully the town will find good solutions, realizing that the solutions will not make everyone happy.

Ms. Camacho initiated the review of the Citizen Participation Plan with an exercise. Ms. Camacho asked each attendee to identify an issue of local concern. The following issues were offered:

- Develop more youth participation activities. The town has playgrounds for the smaller children but nothing has been developed for the older children and young adults.
- The quality of the roads should be addressed. The roads are deteriorating. The subdivision ordinance defines clay as an acceptable material, however this does not hold up. There is no standardized construction guide.

- Dredging of canal is needed.
- Traffic flow through town. Cut throughs.
- Stormwater and drainage issues, including drainage from private land onto the town right-of-ways. The town does own all the roads and the right-of-ways along the roads. The town probably owns more property than the other towns own – it's just all roads.
- Communications between town, citizens and the local media.
- The use or non use of town right-of-way for commercial and non-commercial activities.
- Growth options of public service program are limited because town does not own land. The infrastructure in place now can not be developed – one of the fire stations in place now is obsolete and can not be developed to meet expectations of today. Opinions expressed today regarding the town being built out is not a reason to justify not needing development. There are a number of issues that need to be addressed regarding the growth of the town and the ability to support that growth without the ability to expand the infrastructure. Ms. Camacho stated the purpose of the planning is to identify these types of issues so they can be proactively addressed for future needs.
- Protect the single family home community and, at the same time, recognize the need to provide better facilities for areas that are heavily used, i.e. public facilities (flush toilets) at the beach access areas.
- Redevelopment activity will put pressure on a number of areas and issues related to this should be addressed.
- Permanent preservation of existing open lands including deed restrictions and recorded conservation efforts.
- Public safety as it relates to numerous areas – roadway conditions and congestion, stormwater, etc. have a direct impact on public safety response time.

Ms. Camacho stated these issues probably reflect the core group of concerns that will be developed from the Citizen Participation Plan. There may be more issues identified when the Public meeting is conducted but the issues identified today will probably be the core list.

When facilitating the meeting, categories of issues should be identified with individual concerns listed under the category it pertains to. An example would be Transportation is the high level category and stop sign location would be a detail level issue. Ms. Camacho emphasized that all concerns must be recorded at the public meeting. Public participation must be encouraged. The lists compiled will be displayed around the room and participants will be asked to individually identify the top five issues. The top five will then be prioritized.

Ms. Camacho initiated a review of the Citizen Participation Plan which is a required element of CAMA regulations which defines the goals and the methods used to obtain the Citizen Participation Planning process. The NC Coastal Area Management Act of 1974 created the Coastal Resources Commission (CRC) that is responsible for implementing an integrated program of planning, permitting, education and research to protect, conserve, and manage the state's coastal resources. The CAMA Land Use Plan establishes policies that help guide local governments in land use and zoning decisions.

Ms. Camacho stated the purpose of this was to engage the public in the planning process. The goal is to ensure that Southern Shores citizens, property owners, non-residents, elected officials, steering committee and staff are fully engaged and participate in the development of the Southern Shores Land Use Plan. The role of the steering committee is to oversee the progress of the planning effort, approve goals and objectives and to ultimately make recommendations to the local elected officials. Ms. Camacho emphasized the role of the steering committee is a very important role for the success of the plan.

Ms. Camacho stated there are four major components for the Citizen Participation Plan. A Lead Planning Group has been designated (the Steering Committee); there will be four meetings during

phase one to satisfy the requirement to have Public Information meetings, with an additional meeting to be scheduled to review the CAMA requirements and regulations; a variety of methods will be used to engage public participation in the planning process including the newsletters and the Town website as a communication tool for scheduled meetings, minutes of the meetings, related documents, etc. The 2005 Opinion Survey, distributed to 2,544 property owners with a 60 percent response rate, is a good source for information and will also be used in the development of the plan. Mr. Bennett stated the Civic Association bi-monthly newsletter can incorporate a survey insert in the mailing which will go to the 1900 members on file and the mailing can be extended to the non member properties as well. The Civic Association has already budgeted the cost of the mailing. Ms. Camacho suggested forming a subcommittee to spearhead the public outreach effort which might include creation of a handout that could be placed in public places (local businesses, Town Hall, etc). This is a good public education process which was effective in the Town of Oak Island. Ms. Wendt and Ms. Lori Williams will take on this effort.

Mr. Walter stated it became evident during the compilation of the 2005 survey data there are three different kinds of people that comprise the town. There are visitors, resident property owners and non-resident property owners. The largest number of the population are the non-resident property owners, some of whom come to visit the town and some of whom never visit. There are corporations that have now formed to take care of the non-resident properties and there are residents who are not property owners. When these people are asked what they would like there are different answers given and it is a challenge to tie all these responses together. Ms. Camacho added that determining what responses are from the non-resident property owners and trying to characterize that portion of the population is challenging. Ms. Camacho stated the data available will need to be reviewed and the demographics categorized. Mr. Hejduk added it would be helpful to have volunteers analyze the databases available due to the accelerated timeframe.

Ms. Camacho initiated a review of the Tasks. Task 2 describes the facilitation of meetings and the goal of consensus building. Ms. Comacho stated a facilitated town meeting can help the community identify land use and development issues and generate a priority list of issues about which there is a high level of agreement. A mailing list will need to be created and maintained, the website will have all the minutes and documentation posted on it. Task 3 will cover the preparation of the initial public meeting information which will include a review of the previous plans, priorities, policies and key issues related to the growth and development of the town. Ms. Camacho emphasized a major theme of the plan is managing change in the community. Task 4 is to conduct a public workshop to introduce the project to the public and receiving public input. The purpose of the workshop is to get people to talk. The facilitators will answer questions if needed but their primary objective is to record all the comments (whether in agreement or not) and initiate discussion that encourages these. The issues identified will be categorized and commented on. Everyone will have an opportunity to review the comments offered and then the issues are prioritized using a color scheme of red – identifies the highest button issue followed by yellow and then blue.

Ms. Camacho suggests having food and drinks at the meeting to encourage people to attend. The meeting will be 2 ½ to 3 hours in length. It was suggested to see if Duck Woods Country Club would be available to host the meeting. The Pitts Center is limited to 100 people and we would like to encourage as much participation as possible. Mr. Walter volunteered to contact the Country Club.

Task 5 addressed the meeting dates. The following dates were selected:

<u>Date</u>	<u>Time</u>	<u>Event</u>
January 24, 2007		Review of the Citizens Participation Plan Steering Committee Meeting
February 8, 2007	2:00 PM	Workshop to review CAMA process and regulations. Steering Committee members, Charlan Owens
March 15, 2007	2:00 PM	FACILITATOR TRAINING. Review of Growth Trends and Land Use Plan Report and Review GIS Maps. Cynthia Camacho.
March 29, 2007	6:00 – 8:00 PM	Conduct Public Meeting and Discuss / Draft Community Vision (Must have 30 day and 10 day advance media release)
TBD		Review Draft Land Use Plan Phase I Report

Task 6 will provide an opportunity for both the Steering Committee and the elected Town officials to meet and review progress on the Land Use Plan and discuss the results of the Town Meeting.

Ms. Camacho stated the budget restricts the number of visits allowed but conference call meetings are always an option. The meeting with the Town Council will review the proposed draft and the draft report for Phase I must be submitted by June 29th.

Mr. Hejduk stated there are issues which have not been touched on yet and these topics may come up for discussion during the meetings. One example might be regarding redevelopment of ocean lots. The zoning setback lines for lots has been adjusted in the past and one question the CAMA Land Use Plan might ask is if redevelopment is occurring too close to the ocean. An investor building a 5,000 or 6,000 square foot home with the return on the investment is 7 years will not be concerned about a 30 year long term erosion setback or the 50 year life span on the house. There is no incentive for him to move the house away from the ocean and this is a real land use plan issue which has not been touched on. Mr. Shields added the plan must consider what is best for the community in the long range which should include and evaluation of this. Mr. Hejduk stated this example shows the need to get perspectives for the industries as well as the citizens.

Ms. Wendt suggested each area prepare a position paper or presentation to provide the citizens with prospective about the areas. Mr. Hejduk stated a one page white paper for each area to introduce them could be made available on the website with a synopsis and reference to the website included in the news letter. Ms. Camacho agreed with this suggestion.

A suggestion was made to call this meeting “SPEAK OUT FOR SOUTHERN SHORES”.

The meeting ended at 11:50 AM.